

**BY ORDER OF THE COMMANDER  
WRIGHT PATTERSON AIR FORCE BASE**



**AIR FORCE MANUAL 33-152  
WRIGHT PATTERSON AIR FORCE BASE  
Supplement**

**25 FEBRUARY 2015**

***Communications and Information***

***USER RESPONSIBILITIES AND  
GUIDANCE FOR INFORMATION SYSTEMS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN33-152, 1 June 2012, is supplemented as follows:** This supplement expands the guidance provided in AFMAN33-152, *User Responsibilities and Guidance for Information Systems* and supersedes the previous WRIGHTPATTERSONAFBI33-102, *IT/NSS Requirements Document*. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### ***SUMMARY OF CHANGES***

This is a new publication to establish guidance for the submission of user communications and IT requirements through the use of WPAFB Form 3215, *Comm Work Order*.

2.8.2.1. **(Added)** WPAFB users will submit IT requirements to 88 CG via WPAFB Form 3215, *Comm Work Order*. In general, a WPAFB Form 3215 must be submitted whenever a technical solution is required, base CSO approval for an IT device or system is specifically mandated by current policy or regulatory instruction, or when software or hardware are requested to be used on/connected to the AF NIPRNet or SIPRNet.

2.8.2.2. **(Added)** Users will send WPAFB Forms 3215 to the “88 CG Requirements Managers” [Requirements.Mgrs@us.af.mil](mailto:Requirements.Mgrs@us.af.mil) email box. The form will be completed per the instructions found in **Attachment 2**.

2.8.2.3. **(Added)** Below is a comprehensive, although not all inclusive, list of example requirements that require submission and approval via WPAFB Form 3215.

2.8.2.3.1. **(Added)** The purchase of end-user IT hardware via AFWay, with the exception of devices that are part of the AFWay Quantum Enterprise Buy (QEB) or Digital Printing and Imaging (DPI) product lists.

2.8.2.3.2. **(Added)** The purchase of software that is not acquired using authorized AF enterprise buying programs as identified in AFMAN 33-153, or software that is not currently approved for use at WPAFB. Approved software at WPAFB will have the Software Disposition column marked as “Approved” and a package review date that is not expired on the current 88 CG Software Tracker site: <https://cs.eis.afmc.af.mil/sites/1327/Lists/NonEnterprise%20Software%20Tracker/AllItems.aspx>

2.8.2.3.3. **(Added)** New installations and moves/relocations of information systems, servers, and end-user devices that operate on the base communications network infrastructure. Routine installations of desktops, printers, and other similar end-user devices that are processed via Enterprise Service Desk or 88 CG Comm Focal Point request/ticket are excluded (i.e., do not require WPAFB Form 3215 submission).

2.8.2.3.4. **(Added)** Cable TV and commercial Internet access requirements.

2.8.2.3.5. **(Added)** The purchase of Personal Wireless Communications System devices such as commercial mobile devices, cellular telephones, Land Mobile Radios, and pagers. This includes those devices purchased from the Cellular Services and Devices BPAs on AFWay.

2.8.2.3.6. **(Added)** Any communications or IT equipment for use in a data center (e.g., servers, desktops, laptops, printers) that requires Federal Data Center Consolidation Initiative (FDCCI) funds obligation approval per DoD and AF FDCCI procurement guidance.

2.8.2.4. **(Added)** The following is a list of example requirements that **do not** require submission of a WPAFB Form 3215.

2.8.2.4.1. **(Added)** IT hardware assets, such as desktops, laptops, and printers that are acquired from the QEB/DPI processes in AFWay, with the exception of equipment that will be used in a data center.

2.8.2.4.2. **(Added)** The purchase of software acquired using authorized AF enterprise buying programs as identified in AFMAN 33-153 and is currently approved for use at WPAFB.

2.8.2.4.3. **(Added)** Routine installations of end-user devices submitted via Enterprise Service Desk or 88 CG Comm Focal Point request/ticket procedures.

2.8.2.4.4. **(Added)** Routine base telephone and other voice system requirements and services that are submitted through the 88 CS Telephone Systems Flight process/website <https://www.tsf.wpafb.af.mil>.

JOHN M. DEVILLIER, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN33-152, *User Responsibilities and Guidance for Information Systems*, 1 June 2012

AFMAN33-153, *Information Technology (IT) Asset Management (ITAM)*, 19 March 2014

AFMAN33-363, *Management of Records*, 1 March 2008

***Prescribed Form***

WPAFB Form 3215, *Comm Work Order*

## Attachment 2 (Added)

## COMM WORK ORDER INSTRUCTIONS FOR WPAFB FORM 3215

Table A2.1. Comm Work Order Instructions for WPAFB Form 3215

BLOCK TITLE	BLOCK RESPONSIBILITY	ENTRY & EXPLANATION
Date Requested	User	Use current date on which the customer submits requirement to the 88 CG.
Project Number	88 CG	Assigned by the 88 CG using the Projects and Requirements Tracking System (PRTS) Sharepoint-based tool in the format YYYY-NNNN.
Requester/POC Name	User	Identify the name of the customer POC who is knowledgeable about the requirement: signature, name & grade, symbol, and phone. (Usually this is the staff-level focal point who writes up the requirement.)
Organization	User	The customer POC's organization.
Phone	User	The customer POC's phone number.
Requirement Title	User	Short but specific name describing requirement, acquisition, project, etc.
Date Needed	User	The required operational date of system or effective date of comm/IT support, contract, etc. May need to negotiate & revise to a realistic date.
Requirement	User	<b>“WHAT”</b> : A narrative of the functional requirement. A general description of <i>what the comm/IT resources are needed for – what purpose they will serve</i> – plus special needs (if any) for system interfaces, compatibility, security, accessibility, other special capabilities. Customers may also propose alternative technical solutions.
Justification	User	<b>“WHY”</b> : The rationale for the requirement in terms of operational impact (mission performance, productivity, cost-effectiveness, etc). or mandate (downward-directed etc.). Later on, the justification may help prioritize resource allocations and project implementation.
Requester Approval Authority	User	Name of customer official (often a higher level than the requester/POC).
Organization	User	Organization of customer official.
Grade	User	Grade of customer official.
Signature	User	Signature of customer official. Signature here certifies that the stated requirement is a valid mission need. Also check the Approved/Disapproved and Funds Available/Funds Not Available boxes as appropriate.

Date	User	Date of customer official signature.
Additional Authority	88 CG	Project Manager name indicating proposed solution/alternatives for CSO approval.
Organization	88 CG	Organization of additional authority.
Grade	88 CG	Grade of additional authority.
Signature	88 CG	Signature of additional authority. Also check the Approved/Disapproved boxes as appropriate.
Date	88 CG	Date of additional authority signature.
CSO'S Proposed Solution / Alternatives (the "tech solution")	88 CG	<p><b>"HOW":</b> Description of the technical solution:  the systems or services that will meet the requirement, and why those were selected (attach diagram, equipment list, or spec's if useful)  how they will be acquired (acquisition strategy)  what they will cost (including system-life estimate for maintenance, predictable upgrades, etc.)  Level of detail? <i>Sensibly proportioned</i> to the size, complexity and cost of the system itself.</p>
SC Approval Authority	88 CG	<p>Authorizing signature by the WPAFB CSO or a designated representative. Person signing here (unless marking "disapproved") is certifying that:  the solution is technically sound, is workable, &amp; may be implemented at WPAFB;  it is within his/her scope of authority  88 CG will help implement if needed.  Also check the Approved/Funded, Approved/Unfunded, or Disapproved boxes as appropriate.</p>